



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MIRAMAR
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SAN DIEGO CA 92145-2001

StaO 11300.1

PWC

09 FEB 1999

Station Order 11300.1

From: Commander

To: Distribution List

Subj: PROCEDURES FOR INTERRUPTIONS TO THE OPERATIONS OF UTILITY SYSTEM

1. Purpose. To establish procedures for action to be taken for the request of, or interruption to, the operation of any utility system.

2. Background. The Public Works Center (PWC) San Diego is responsible for the operation, maintenance, repairs, and alterations to utility systems aboard the station. Requests for maintenance, repairs, and alterations to these systems will be submitted to PWC San Diego.

3. Information. For the purpose of this Order, utility systems are defined as follows: A fixed facility or system that provides a major service to the station and includes, but is not restricted to, electric, gas, water, high pressure fire main, sewer, compressed air, and steam. This does not include portable units purchased by the user, nor does it include tactical equipment.

4. Action. In the event of an interruption to the operation of a utility system the following action(s) will be taken:

a. Scheduled Interruptions

(1) The requesting activity will prepare a request for utility outage in accordance with current PWC San Diego procedures. The requesting activity will provide a copy of the request to the Public Works Officer. Requests for utility outages will be made sufficiently in advance to allow for the following coordination and notification requirements: 21 days for outages which effect 21 or fewer occupied buildings and 30 days for outages which effect a greater number of occupied buildings.

(2) PWC San Diego will evaluate the request for utility interruption and provide the Public Works Officer (PWO) a listing of affected buildings no later than 5 days after receipt.

(3) The PWO will coordinate the utility outage with the Provost Marshal's Office (Dispatch Center) and the affected Building Managers with the intent to accommodate the greatest number of competing mission requirements.

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(4) The PWO will advise the Building Managers, PWC San Diego and request activity of the approved outage as specified below:

- (a) Fewer than 4 buildings - 72 hours prior
- (b) 4 to 21 buildings - 7 days prior
- (c) More than 21 buildings - 14 days prior

b. Unscheduled Interruptions During Working Hours. PWC San Diego will advise the following personnel of location of the interruption and the buildings affected:

(1) Facilities Maintenance Branch Head who will, in turn, notify the users in affected areas as to how long the interruptions will occur (when practical).

(2) Command Duty Officer.

(3) Provost Marshal's Office (Dispatch Center.)

c. Unscheduled Interruptions During Non-Working Hours. PWC San Diego shall immediately notify the following:

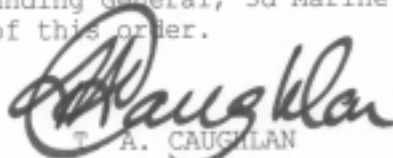
(1) Command Duty Officer

(2) Provost Marshal's Office (Dispatch Center.)

d. Discovery of Interruption to a Utility System

Anyone discovering an interruption of a utility system shall call the Public Works Utilities Duty Desk at 556-7349. This number is in operation 24 hours a day.

5. Concurrence. The Commanding General, 3d Marine Aircraft Wing concurs in the provisions of this order.


T. A. CAUGHLAN
Chief of Staff

Distribution: A